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COMMERCIAL HANDBOOK

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Typewriting.

A practical guide to Secretarial work in general, with Thirty Exercises carefully graduated, embodying the most perfect and elegant system of fingering.

BY

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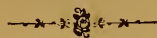
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Introduction.



ITH so many Typewriters of varying mechanism on the market, it is absolutely impossible to give general instructions of practical application to one and all the different Machines at the same time: the writer has therefore, confined himself to what he believes to be one of the most popular Machines, and consequently in general use for commercial work both at home and abroad, viz:—the Remington.

In the preparation of this Handbook the writer has had in view two important facts: first, that the Typewriter is chiefly used for Commercial and Legal Correspondence; second, that brevity, simplicity and pointedness, are, in these days of specialism, characteristics absolutely essential to a really serviceable handbook. In a word, the writer has endeavoured to condense his remarks into the smallest possible compass, being an ardent believer in the great Poet's philosophy,—

“Brevity is the sōul of Wit.”

Hence, a useful knowledge of the mechanical construction of the Remington—concerning which full information is contained in an illustrated pamphlet, published by Messrs. Wyckoff, Seamans & Benedict—is pre-supposed, and the Student proceeds at once to acquaint himself or herself with the location of each character on the Key-board, the correct system of fingering, etc., until he has acquired perfect mastery over the Machine; added to which a fair knowledge of Business Phraseology, Capitalization, and Punctuation.

This Handbook will be found especially helpful to students of Technical Classes, where tuition is necessarily limited; also to private students whose time and opportunities of personal instruction are also frequently limited, the concise nature of the instructions contained herein will, it is hoped, prove a valuable aid to the attainment of proficiency in this most fascinating art.

HARRINGAY, N.,

W. A. P.

October, 1894.

USEFUL HINTS

FOR THE

CARE AND PRESERVATION OF THE TYPEWRITER.

THOUGH a general knowledge of the mechanism of the Typewriter is pre-supposed, the following hints as to the care of the Machine may be useful:—

- 1.—Keep the Nickel bright. It should be rubbed over once a day with a leather kept for the purpose. Dust should be thus removed; for dust absorbs moisture, and moisture means rust, and rust means that the Machine will lose its efficiency.
- 2.—Do not oil except when and where directed by the Makers: the three top rods are the most important parts of the mechanism in this respect. *There should never be a visible trace of oil about the Machine.* It should always be wiped off with a clean rag immediately after application.
- 3.—Never tamper with the Tensions. Whatever is wrong, this cannot be wrong.
- 4.—Do not try to alter the mechanism unless you are sure that you know exactly what is the matter, and how to rectify the defect.
- 5.—A light touch (See page 9) means long life to the Machine. A careless Operator with a heavy touch, will take more out of the mechanism in a day, than a careful Operator with a light touch would do in a month. *Above all avoid puncturing the Cylinder with the Stops.*
- 6.—Never drop the Carriage when examining work. It is likely to put the writing out of line.
- 7.—Always lift one key before depressing another; otherwise, the surface of the Type may be injured.
- 8.—Do not forget to reverse the ribbon when required; otherwise, it will soon wear into holes near the ends.
- 9.—In cleaning the Type, hold the Type-bar carefully between the finger and thumb, so as not to strain the pivot; and use only those brushes for cleaning the Type which are supplied by the Makers of the Machine.

METHOD OF STUDY AND PRACTICE.

At the outset the Student should disabuse his or her mind of the idea, that, facility or rapidity in the manipulation of the Keys alone constitutes an efficient Typist. We may compare the Typewriter to the Pianoforte, for they have much in common, both in construction and manipulation; and who is there that would venture to appear before the Public as a Pianist, when he has mastered simply the Five-finger exercises, and the normal scale of C. Major? So in the case of the Typewriter, much more is required than mere manual dexterity. The Student must gain acquaintance with the forms of Typewriting; he must know how to set out his work in a pleasing manner; he must learn how to use commercial forms of address; he must have some idea of punctuation. All this, and much more, must be the concern of the Student, who intends to turn Typewriting to practical account.

To accomplish the highest results in a short space of time, method and persistent application must actuate the Student of any given subject, and especially one of such high commercial value as Typewriting, and its Twin-Brother Shorthand; for now-a-days, no Amanuensis considers himself or herself properly equipped for the position they seek to occupy in the office, without a practical knowledge of the "Winged Art:" indeed, the Student of Typewriting will be well advised to master Shorthand also,—if he has not already done so; for there are comparatively few positions in which Typewriting alone confers any considerable power of earning; the Typewriter being used mainly in commercial offices, where, in most cases, the Typist will be expected to "take a note" of the correspondence in "Phonography," preparatory to typing.

Pre-supposing a knowledge of the mechanical construction and uses of the various parts of the machine, the Student will proceed to Exer. 1, and repeat it until he has acquired familiarity with the Key-board—carefully observing the directions as to Posture, Touch, and Fingering, throughout the series of fingered Exercises which follow, taking each in its numerical order.

The Pupil's daily practice should commence with the Alphabet,—as set out in the first Exercise,—until Exer. 6 is completed, after which this sentence may be substituted:—"A quick brown fox jumps right over a lazy dog," which embraces every letter from A to Z.

Practice, should also include the daily transcription of one's own Shorthand notes of Correspondence, and extracts from some Shorthand Periodical; and where possible, Dictation. And here, it is important to note that, the Student's first consideration must be accuracy, carefully avoiding an increase in speed, at the sacrifice of absolute accuracy in detail.

In addition to a thorough Technical knowledge of the Typewriter and its accurate and rapid manipulation, the Aspirant for a place in the front ranks of Amanuenses, should seek to gain a fair knowledge of *Office Routine*, which includes Press Copying, Indexing, Filing, and Manifolding.

There is and ever will be a wide field for the thoroughly efficient "Shorthand-Typist." Competent Male Amanuenses command on the average from 30/- to 35/- per week; while Lady Amanuenses earn on the average from 25/- to 30/-. Such appointments are within the reach of all who have received a good general education, —and surely none need be lacking in this respect, with the truly marvellous facilities for the acquisition of knowledge to all who seek it.

The figures quoted above, do not in any way represent the limits of the earning power of a thoroughly experienced and competent Amanuensis. They are the average earnings; but, the salaries of men range as high as £200 a year, and of women as high as £150. Positions giving such good salaries are however, only to be obtained after some years of constant practice, and are the reward of special ability.

TO ENSURE SUCCESS.

The writer would again point out the absurdity of viewing the Typewriter as a mere toy, and underrating the value and importance of one of the leading parts in the great Commercial Machinery of the present day, and further emphasise the importance of a *High Standard, Accuracy of Detail, Patient and Persistent Study*, which alone will ensure the highest results.



GENERAL INSTRUCTIONS.

POSITION.

In order to manipulate the keys with rapidity and ease, it is necessary for the operator to sit in a graceful and easy position, exactly opposite the Machine. The back should be kept straight and the operator should, from the first, check any tendency to bend the head over the keys. The seat should be sufficiently high for the elbows to be slightly raised above the key-board, thus securing full command over the Machine.

TOUCH.

The question of *touch* is of greater importance than would appear to the novice at first sight. To obtain evenness of impression, the keys should be lightly, but sharply struck with the soft and fleshy part of the fingers, and *not held down*: the hand must not be cramped, but spread over the key-board ready for action; the fingers being slightly curved, so that the sensitive tips only will depress the keys. The result will be an elastic touch, to which the Remington answers most readily.

It will be observed that, it is absolutely necessary to release one key before another is struck. The musical term *Staccato* most accurately expresses the *quality* of touch required; at the same time, the Student should carefully avoid a jerky movement, and endeavour to cultivate regularity and evenness throughout. To accomplish this, the wrist and arm movement should be slight; the correct principle being to strike direct from the knuckles; and assuming that by far the greater number of operators are Ladies, a very little practice will be necessary to gain a light, regular and easy touch.

A regular touch is of the highest importance. By regularity of touch is meant the well-timed depression of the keys. The practice of counting in learning the Pianoforte, might well be applied to the study of the Typewriter. At all events, the keys should be struck to time and not irregularly. One of the surest means of telling a good operator, is to note whether the keys are struck evenly.

The remarks on the cultivation of a Staccato touch, do not apply to the Punctuation keys, which should not be struck, but *pressed down* until the required character just touches the paper. This plan will obviate the too frequent indentation and puncturing of the paper, which is one of the commonest faults in Typewriting. It is no exaggeration to say, that, in examining work of the average Typist of the present time, it is found that in nine cases out of ten, the punctuation marks come through the paper and appear on the back of the sheet. The Student should not be satisfied until he can type on the finest paper, without puncturing the sheet with the punctuation marks. To accomplish this, avoid the use of a backing-sheet from the first. A backing-sheet is sometimes recommended to prevent the punctuation marks indenting the cylinder: a backing-sheet certainly prevents this, but it does not prevent the punctuation marks indenting the sheet of writing, and further leads to the cultivation of a heavy touch. Endeavour to strike the keys that, not a single character appears on the cylinder, which should be entirely free from the slightest mark or indentation.

METHOD OF FINGERING.

The Method of Fingering adopted in this Manual is, probably, the most complete yet published, and is based upon what may be termed the most natural system applied to musical notation.

An arbitrary system of fingering is impracticable, as it necessitates using the same finger for two keys in succession, which is both awkward and ugly, and often results in striking the wrong key; it is also a hindrance to the attainment of speed.

There is great diversity of opinion as to how many fingers should be employed. To ensure regularity of impression, and facility in manipulation, as many fingers should be pressed into service as possible. When time is not an object, the four finger method should certainly be adopted, as productive of the best results; but these instructions are written for the great majority, with limited opportunities for practice, and a desire to turn their knowledge of Typewriting to practical account as quickly as possible: hence, the writer has for the most part advocated the use of three fingers, and in a few isolated instances only, is the use of the fourth finger recommended. In the Exercises which follow, illustrating this new and facile method of fingering, the numeral placed over each letter, refers to the fingers on the left or right hand, according to the division of the Key-board as shown in the accompanying diagram:—

DIAGRAM OF REMINGTON KEY-BOARD.

LEFT.

RIGHT.

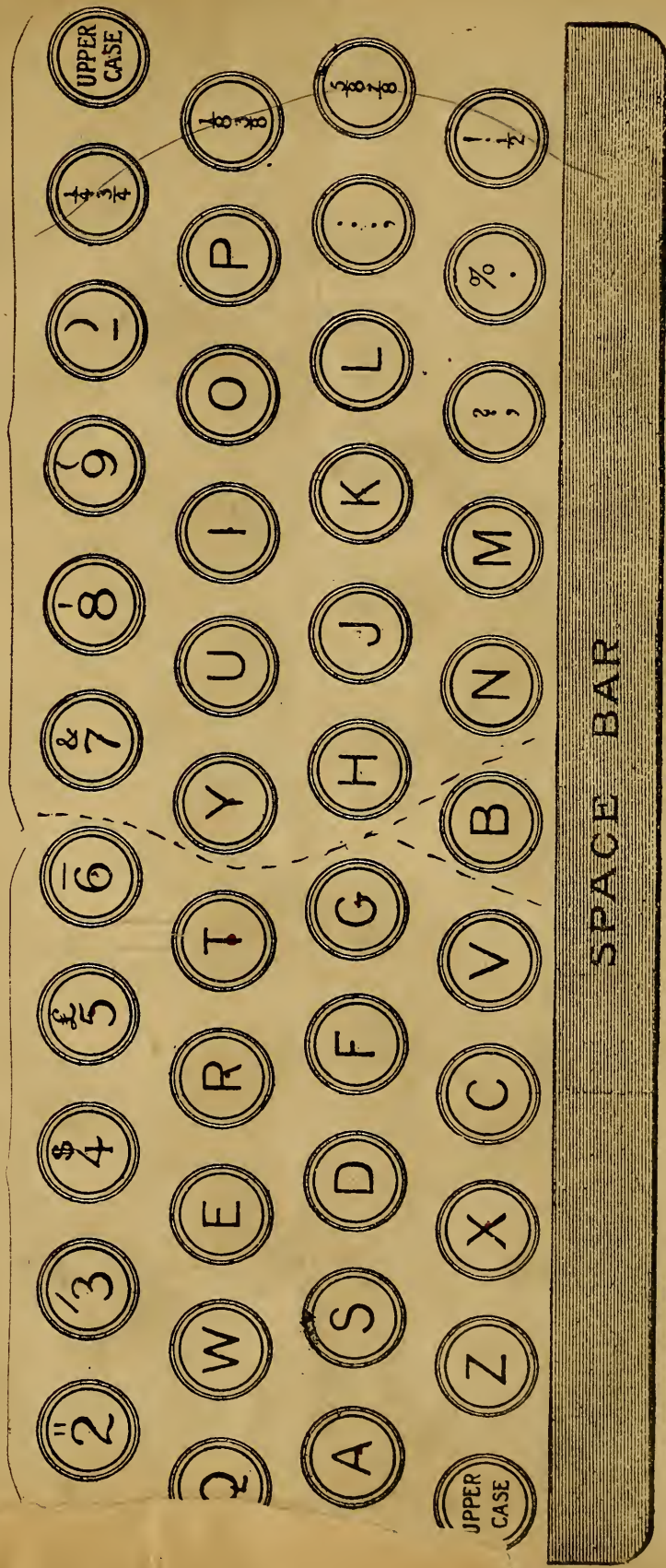


PLATE 1.

N.B.—When a machine is not available, the student Should practice some of the Fingered Exercises (Nos. 1 to 6) on the Diagram here given. This will assist the operator to become familiar with the location of each character on the Key-board; and also, to memorize the correct system of fingering.

Use the right *thumb only* for the Space bar, thus leaving the fingers free and ready for service.

The shift keys should be depressed by the third finger, which is not only the most convenient finger for the purpose (except where the four finger method is adopted), but has the additional advantage of strengthening it for general use.

NOTE—In using the shift key, it is important to note that it should be depressed *just before*, and raised *just after* the depression of the ordinary keys, otherwise the Capital letters (or other *upper case* characters) will be out of line. Expert operators apparently depress and raise the two keys simultaneously, but on close observation it will be seen that this is not the case. They may, however, be depressed and raised almost simultaneously, when the pupil has acquired some familiarity with the key-board.

When it is desirable to strike a key on the left side by the Right-hand, or vice versa, a capital R or L is written upon the numeral thus:—

<i>R</i>		<i>L</i>	<i>L</i>		<i>R</i>	<i>R</i>
2 3 1 1		2 1 3 2		1 3 2 1		
h a v e,		o n l y,		r a t e.		

NOTE—"B," the most central character, is equally convenient for the right or left hand, and should be depressed by either hand as indicated.

It is not necessary to say more under this head. A careful study and practice of the Exercises contained herein, will prove more conclusively than any theoretical argument the value and utility of this system, and will facilitate the acquirement of an accurate, easy and rapid manipulation—the chief desiderata in this most useful accomplishment.

COMMERCIAL CORRESPONDENCE.

A good commercial correspondent will express himself in simple, clear, impressive and concise language. City men cannot be bothered with long epistles covering several sheets of note-paper. This sort of thing may be very interesting in love affairs, but the business man, facing the sterner realities of life, has little time and probably not too much patience at his disposal. Say what you have to say as briefly as possible. Be courteous; it costs nothing, and will greatly conduce to your success.

The Student should carefully study the simpler rules of spelling, composition, and punctuation. Nothing looks worse than a letter which is badly expressed, spelt or punctuated. The composition of a letter is ordinarily independent of the Typist, as the Principal of a firm will generally dictate the exact terms in which he wishes the letter to stand; but, a knowledge of composition will be of great use to the Typist, as slips may sometimes be made in dictation, or in the Shorthand notes thereof, in which case the Stenographer should be able to correct manifest errors. The Student is referred to a few simple rules of composition given at the end of the instructions in this book.

A knowledge of spelling is still more important, and the reader will do well to master the few rules given on page 21, for very few firms will tolerate bad orthography.

Punctuation is perhaps less important, but should by no means be ignored as is too frequently the case. For the rules of punctuation see page 22.

A little thought, and the perusal of the specimen Letters appearing in this Handbook, will doubtless convince the Student that it is not the easiest thing in the world to write a good business letter: further, it is one of those subjects best learned by practical experience; nevertheless, it is hoped that the few hints given here may serve as a useful guide to the acquisition of the art.

For additional practice, students are advised to procure a copy of "The Commercial Letter Writer,"* which contains some excellent specimens of Business Letters, relating to various kinds of commercial and professional transactions.

Every Typist should acquaint himself or herself with business phraseology, many examples of which are contained in Exer. 7

The technical terms, peculiar to the business in which he is engaged, should be mastered as early as possible.

A few general hints as to the precise form a business letter should take:—

- (a) Let each distinct subject or point in a letter be contained in a separate paragraph: it is sometimes customary to place the subject at the head of these paragraphs, set out in capitals.
- (b) Technical terms are frequently treated as Proper Nouns, and should, therefore, commence with a capital letter.

NOTE—This is merely a matter of taste and should only be adopted according to the custom of the firm; and when left to the option of the operator, the writer advises strict adhesion to the grammatical rules of capitalization.

- (c) In referring to quotations, quoting prices, or enclosing cheques, the sum referred to is sometimes stated in writing as well as figures, the figures being put last in Parenthesis. This is, however, not so necessary in the case of typewriting as in the case of handwriting, typewriting being so legible as to leave no doubt whatever as to the meaning of the figures.
- (d) In large houses of business it is usual for each clerk to place his or her initial in the left hand corner of each letter.

* The Commercial Letter Writer and Guide to Commercial Correspondence: price 6d. Sir Isaac Pitman & Sons, 1, Amen Corner, London, E.C.

- (c) When more than one sheet of paper is used, the second and subsequent sheets should be numbered, and the name or initials of the recipient should be placed at the top left hand corner of the paper.

There is a slight diversity of opinion as to the correct method of setting out or displaying a Business Letter; but, the writer, having studied the point very carefully, and consulted business men as to preference, believes the style adopted in the examples given, to be the best from every standpoint. A few general hints and instructions will be found under the head of "Display Work."

DISPLAY WORK.

As in most cases the name and address of a firm is printed at the head of their note-paper, the first thing the clerk will do is to insert the date, which is easy enough if there is no printed line for the date; but, where a line is supplied for this purpose, it should be brought level with the scale attached to the cylinder, and then, by spacing two notches with the line spacing pawl, the date line will be brought into position for writing.*

Undoubtedly, the best and safest form now in use, is to write the *month* first, then the number of the *day* in the month, and end with the *year* in full. The figure 1 is obtained by striking the small letter "l," and the cypher by stilation. capital letter "O."

Never use the form—5/10/94, etc., for the date. It is in bad taste and looks slovenly. Keep the line to represent the shillings, in such forms as 2/6.

In using quite plain paper, where the address of the sender has to be written at the top of the first sheet, it should, as far as possible, be evenly balanced according to the varying length of lines; the first commencing about the centre of the paper, and each line that follows, about 5 degrees later. When two or more sheets are required, it is recommended that the second and following sheets should not be of headed paper, but of similar quality to the headed paper, though plain.

THE NAME AND ADDRESS OF THE ADDRESSEE should appear, either at the beginning or end of the letter. It is better placed at the beginning, at the left hand side; the first line commencing at the margin used in the body of the letter, and each succeeding line (containing the address) 5 degrees later, as in the examples. The aim of every operator should be to set out his work tastefully: To accomplish this,

* Operators should, however, use their best efforts to have the date line abolished. It takes some time to ensure that the writing will fall upon it, and as often as not, the operator will find that the writing, in spite of his endeavours, falls too high or too low. This gives an untidy appearance to a letter.

when the address is a short one, it will be necessary to "space out" (a space left between each letter) the name of the town or city, (See Exer. 12). It is preferable in all cases to write names of places in Capitals.

After the usual salutation, *Dear Sir*, etc., it is usual to employ a comma only.* The body of the letter should commence 5 spaces from the left hand margin: this is found to be most convenient and economical. All succeeding paragraphs should commence exactly at the same point.

With regard to LINE SPACING, this will depend upon the length of letter, and must be left to the judgment of the operator. For all short letters, it is best to employ double spacing.

SPACING AFTER PUNCTUATION MARKS. After a comma, space one; after a semicolon, colon, note of interrogation or admiration, two; after a full stop, three; a double line space should be left between the end of the communication and the subscription, as (*We are, dear Sir, Yours faithfully, &c.*)

As to the setting out of the subscription, the writer recommends the following method:—

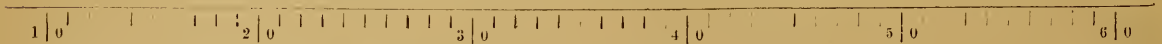
- (a) When a full sized sheet is used either with No. 2 or No. 5 Machine, if two lines only are required including the signature, commence at 30 on the front scale, thus:—



Yours faithfully,

W. A. PARKYN.

- (b) If three lines are necessary, it should commence at 25 on the scale, thus:—



I remain, Gentlemen,

Yours faithfully,

W. A. PARKYN.

Having carefully studied the foregoing rules, Students should write the Exercises illustrating the points in question, and practice them carefully until perfect copies are produced.

HOW TO ADDRESS ENVELOPES. Few instructions are necessary under this head, beyond the method of setting out, as it is assumed that every Typist is well versed in the various modes of address.

* Although an American firm would probably prefer the Colon, sometimes followed by the Dash.

The line spacing will depend upon the length of address and size of the envelope used. Generally speaking, treble spacing is best when the address does not occupy more than three lines, and double spacing should be used when there are more than three lines.

The name of the town or city is preferable written in Capitals. With a little practice, the Typist should have no difficulty in addressing envelopes quickly, correctly and effectively.

HEAD-LINES should be written in Capitals and centralized. The simplest plan is, to ascertain the total number of characters and spaces in the head-line; divide by 2, and subtract balance from the central degree on front scale—allowing of course for the margin on either side—and the result will give the degree at which the writing should commence.

Suppose it is desired to centralize the sentence, *Exercise No. 8*, representing 14 letter spaces or degrees. The Machine is capable of printing 70 characters in line, therefore the central figure will be 35. Now divide 14 by 2, and subtract 7 from 35, = 28. This then will give the exact number on the scale (28) at which the word *Exercise* should commence.

Having now dealt with the principles of typewriting, they may be summed up as follows:—

1. Avoid errors. Never allow speed to outstrip accuracy in manipulation.
2. Time the depression of the keys.
3. If errors are made by any chance, erase them entirely before inserting the proper characters.
4. Avoid interfering as much as possible with the mechanism while manipulating. Set the machine for the work at the outset, and do everything as simply as possible; e.g., in double line spacing, set the mechanism for it at the outset. Never turn up the line-space gear twice for regular double spacing.
5. Keep the touch light, particularly in the case of stops. Never allow any character to indent the paper.
6. Neat work is the best work. Leave ornamentation alone in commercial typewriting. Neat work, is work which is regular throughout—that which has the same line spacing throughout, the same margin throughout, and the same paragraphing throughout. Write preferably with a 5 margin, unless the nature of the work precludes it.

7. Work with the least possible expenditure of muscular effort: Sit upright; use the arms and wrists as little as possible.
8. Avoid raising the carriage too frequently to examine the writing. Remember this in practice.
9. Turn up the Line-space before returning the carriage at the end of each line, and use only one hand to perform both operations.
10. Keep the type clean.

OFFICE ROUTINE.

The Typist, however expert, is at considerable disadvantage without a knowledge of the simple general details of what is called "Office Routine." It is the practice in all well regulated Offices to Press-Copy every letter that is sent out. For this purpose a specially prepared copying ribbon should be used. This process of copying letters for reference is by no means a difficult one; but, like everything else connected with office work, requires care, in order to produce a clear copy.

However simple and insignificant this operation may appear to the uninitiated, it is of the utmost value in settling disputes as to terms quoted, or a particular statement said to be contained in a certain letter, signed by the Principal of your firm, etc.

Serious losses are frequently averted by this method of recording every letter of importance despatched from the office; and here, it may be necessary to warn the novice, against destroying a single page of the Letter Book. If a page should be soiled or torn, it must remain intact, otherwise the reliability of such book (or books, for this remark applies to all office books) as evidence is destroyed, and would not be acceptable in a Court of Justice.

HOW TO USE THE LETTER BOOK. After a little experience, better press-copies of Typewriter work can be obtained than of pen work, and as rapidly. The following instructions will insure success:—

First place an oil sheet in the Letter Book; on this lay smoothly a damp cloth,* then the tissue leaf of the book, and on the last place the letter to be copied. If the letter be written on one side only, lay another oil sheet on the back of the letter, and proceed as before. If the letter is written on both sides, lay it on the book as directed above, and on the back of the letter turn down the next page of the copy-book; upon that spread a damp cloth, and upon the cloth lay another oil sheet.

* Linen damping sheets have long since superseded the brush, and are far preferable. "Young's Simplex Cloth Book" is the best apparatus for moistening the leaves of a letter book, and consists of a simple zinc bath and 12 brass bound cloths. The bath will last a life-time, and the cloths, when worn out, can be renewed for the small cost of 3d. each.

It should be firmly pressed a minute or two: How damp to make the cloth, and how long to permit the book to remain in the press, experience will demonstrate. In taking out the letters, lay dry blotters between the pages of the book, and also between the letters just copied. As many letters can be copied at one time as desired.

INDEXING. This does not merely imply entering the name of the firm, addressed, and the folio on which the letter appears in the Alphabetic index at the commencement of the book; but, it is customary to place at the top of each letter, the folio on which the preceding and following letters addressed to the same person occur.

FILING. This consists in placing all the letters—which have been answered or passed by the Principal—Invoices, Accounts, etc. which have been duly checked, in Files or Pigeon-holes.

Order, regularity, and thoroughness in attention to what may appear the smallest details, will combine to make an efficient *office-land*; and such are readily and highly appreciated, by Merchants and others connected with the leading houses of business.

MANIFOLDING. There are many different ways of Manifolding or multiplying circulars and letters. When a few copies only are required, CARBON PAPERS are mostly used, and these should be carbonized on one side only. Paper carbonized on both sides, is only used where a very large number of copies are required, e.g., 20 or 25. Double carbons are sometimes used for the multiplication of Press-reports, etc. The process is very simple: A sheet of writing paper is first laid on the table with the heading uppermost; then place a sheet of carbon face downwards; then a sheet of letter paper; then another carbon sheet, and so on until you have the required number. Of course the top sheet should not be covered with the carbon, as this will receive the impression from the ribbon. Take care to insert the collected sheets so that the carbon surfaces are all turned towards the cylinder. A little care is necessary to insert the whole without shifting. Also, before commencing to write, see that the Envelope Guides (See Plate 2, p. 29, fig. 68) do not press too tightly against the paper, otherwise they will make a thick mark on every copy.

Special care should be taken to avoid errors in making carbon copies: If errors are made, the copies should be separately corrected when a page is finished. The work should not be interrupted at the time that the error is made, as the sheets are liable to be displaced by attempting erasure without removing the copies from the machine.

HEKTOGRAPH. This is one of the least expensive multiplying processes. A special ribbon is prepared for the purpose, so that 50 copies can be taken from a single writing. It is not, however, the most desirable process, as the copies are generally more or less sticky, and the writing has a cloudy appearance.

THE MIMEOGRAPH.* This is undoubtedly one of the best processes ever invented, and is capable of producing upwards of 1,600 copies from a single original. Full instructions for use are given with each apparatus; therefore, it is not necessary to give more than a general outline of the process, and a few practical hints as the result of the writer's personal experience and observations.

A Stencil is created by placing a waxed sheet together with silk backing and an oil sheet (to preserve the cylinder) in the machine, and writing in the ordinary way, but with a somewhat firmer touch—previous to which the ribbon should, of course, be removed. When completed, the Stencil sheet is transferred to a frame (according to instructions given with the apparatus), and is ready for producing the desired number of copies.

The following directions may be of service to the inexperienced operator:—

1. The type should be carefully cleaned before operation.
2. See that the envelope guides do not press too tightly, or they will mar the Stencil sheet.
3. The Stencil, when written, should be well varnished *between the lines* to prevent the ink from coming through and blotting the copy.
4. When obtainable, a soft absorbent paper should be used for the copies, as, if a hard paper is used, the ink will take a long time to dry, and the copies be smudged. The paper should not be too thin else the ink will soak through, and the writing appear on the back of the sheet.
5. It is better to turn the cylinder with your hand for line-spacing, as this will prevent the Stencil slipping, and the lines from becoming crooked.
6. Care is needed to distribute the ink evenly upon the Stencil.
7. Do not use the roller too heavily.
8. After the inking process is completed, the roller should be passed over the Stencil *once only*, and in one direction (upwards) for each copy.

SPELLING.

It is obvious that, whatever else the Amanuensis does or does not know, he should be well versed in English orthography: yet, it is too frequently the weakest point with the average Typist. This, no doubt, is due to the incongruities and anomalies of the English Language, which makes it at once difficult to teach and still more difficult to learn. Hence, the following rules, which deal with the various classes of words commonly mis-spelt, will no doubt be helpful.

* The "Edison Mimeograph." Sole agents, the J. L. Young Manufacturing Co., Ltd., 67 & 69, Fore Street, London, E.C.

A FEW SIMPLE RULES FOR SPELLING.

1. WHEN TO USE THE FORMS *ie* and *ei*.

- (a) In words in which the combination of *e* and *i* is sounded like *ee* in cheer, *i* is generally written before *e*, as *believe*; *grieve*; *thief*; *relief*; except in a very few cases, such as *weird*; *seize*.
- (b) After *c*, where the same combination occurs having the same sound, write *ei*, as *deceive*; *receipt*; *conceit*. This rule is generally set in a doggerel form, thus:—

“*i* before *e*,
except after *c*.”

2. WHEN TO DOUBLE A CONSONANT.

- (a) Double the consonant (in such words as *refer*; *concur*) after a final, accented syllable, when adding *ed*; *ing*; *able*: as *refer*, *referring*; *defer*, *deferring*; *prefer*, *preferred*; etc.
- (b) Do NOT double the consonant when the final syllable is unaccented, as *differ*; *differed*; *differing*.

3. WHEN TO OMIT FINAL *e*.

When the simple form of a word ends with *e*, preceded by two different consonants, the *e* is generally dropped in compounds or modifications, as in words like *judge*, *acknowledge*, *pledge*, where the final *e* is dropped when *ing*, *ment*, *ble*, are added; as *judge*, *judging*, *judgment*; *double*, *doubling*; *acknowledge*, *acknowledgment*; *commence*, *commencing*.

4. WHEN *e* IS NOT DROPPED.

- (a) When *e* is preceded by soft *g*, the *e* is retained before *able*; as *change*, *changeable*.
- (b) When *e* is preceded by *e*, *i*, *o*, *u*, or *y*, the *e* is retained before *ing*; as *see*, *seeing*; *dye*, *dyeing*; *blue*, *blueing*; *hoe*, *hoeing*.

A number of instances of words frequently mis-spelt are given in Exer. 8.

RULES FOR DIVIDING WORDS AT THE END OF THE LINE.

1. Do not divide words having less than 5 letters. Carry them over bodily. This rule applies to such words as *iota*, *array*, *undo*.

2. Words are best divided at a prefix or suffix; as *pre-fix*, *suf-fix*, *judg-ment*, *devasta-tion*, *con-comit-ant*. They may, however, be divided at any syllable; but, an effort should be made to keep the main meaning of the word intact. So:—*Danger-ous* is to be preferred to *dan-gerous*; *national-ize*, to *nat-ionalize*, etc.

COMPOSITION.

It would be obviously impossible within the limits of this little work to deal exhaustively with so important a subject as composition, a knowledge of which is almost a *sine quâ non* to the would-be Amanuenses: hence, the writer has merely laid down a few general rules for the guidance of those who may use this Handbook.

Every Typist should at least be able to *put together* a sensible Business Letter. The following general rules apply chiefly to commercial composition:—

The matter to be written should be properly divided into Sentences and Paragraphs, correctly Pointed or Punctuated.

(a) A SENTENCE is a complete thought expressed in words, as “*Emily goes to Business.*”

(b) A PARAGRAPH is (in relation to Correspondence) a portion or section of a letter dealing with a particular subject or head of a subject, and may consist of one or more sentences. (See Exer. 12).

PUNCTUATION (from the Latin *Punctum*, a point) is the art of pointing, or indicating the several pauses or rests between phrases and sentences, in order more clearly to express our meaning by a correct grouping of the words of Sentences together.

Many students are apt to treat the art of Punctuation somewhat carelessly, and even to throw ridicule on those who take a more serious view of its value and utility, like Pope, in the following couplet, who sneeringly writes:—

“Commas and Points they set exactly right,
And ’twere a sin to rob them of their mite.”

But the art of Punctuation is of great consequence in writing, as, when correctly employed, it will determine the exact sense in which the words are to be understood. Serious consequences have not infrequently resulted from the misplacement of a single comma; and its omission will often convey a different meaning to that intended, probably making the most utter nonsense.

The following incident will illustrate the importance of correct Punctuation:—

Some twenty years ago, when the United States by its Congress was making a Tariff Bill, one of the sections enumerated what articles should be admitted free of duty. Among the many articles specified were “all foreign fruit-plants,” etc.,

meaning plants imported for transplanting, propagation, or experiment. The enrolling clerk in copying the Bill, accidentally changed the hyphen in the compound word "Fruit-plants" to a comma, making it read, "all foreign fruit, plants, etc." As a result of this simple mistake, for a year—or until Congress could remedy the blunder—all the oranges, lemons, bananas, grapes and other foreign fruit were admitted free of duty. This little mistake, which anyone would be liable to make, yet could have been avoided by carefulness, cost the Government not less than two million dollars.

It is not here intended to give a comprehensive exposition of the art of Punctuation, but merely to direct the attention of students to its general application.

THE COMMA (,) is the most common point in use, and indicates a pause in the sense, marking off the subordinate clauses of a sentence; as,—

The parcel you refer to was sent off on Tuesday evening; and should, in the ordinary course, have been delivered the day following.

Phonography is, I am sure, the best system of Shorthand ever invented.

We will, of course, await your further instructions before taking action in the matter. We hope, however, that you will communicate with us soon, say, by Friday at the latest.

THE SEMICOLON (;) is generally used to separate the principal parts of a sentence, when those principal parts are complete in themselves; all the parts, however, being necessary to the full and complete statement; or in other words, each part being closely related to the whole; as,—

We regret, that, we cannot at present give you a definite answer; however, you may rest assured that we shall do our best to bring the matter to a successful issue.

THE COLON (:) In commercial letter-writing the Colon is principally employed to draw attention to an important fact or statement, or in the enumeration of particulars; and is frequently followed by the Dash; as,—

Our Syllabus now includes:—Shorthand, Typewriting, German, French, Italian, etc.

This was the burden of her song:—"There's no place like Home."

The Colon is also used to denote an interruption in a sentence, though the pause that it expresses is not so complete as that indicated by a Period; as,—

It was on Monday that I saw him: on Tuesday he wrote the letter.

THE PERIOD OR FULL STOP (.) is most commonly used to indicate the termination of an independent sentence; as,—

Your letter of yesterday's date has just come to hand.

Abbreviations are also indicated by the Period; as,—

Inst.=*Instant* (present month); A.D.=*Anno Domini* (in the year of our Lord); Esq.=*Esquire*.

THE NOTE OF INTERROGATION (?) is used at the end of a sentence in which a direct question is asked; as,—

What are you doing?

May we ask you to send samples?

THE NOTE OF EXCLAMATION (!) is used after all words and sentences in which an exclamation is made; as,—

Indeed! and who gave you permission?

THE DASH (—) which is represented in Typewriting by repeating the Hyphen mark (--), is most generally employed to indicate hesitation, or a break in the sentence; as,—

"He sometimes counsel takes, and sometimes—snuff."

The Dash may also be written after a Period to indicate an unusual pause; also after the Colon as previously noted.

THE HYPHEN (-) is used to form compound words; as,—

First-class; Note-book.

THE PARENTHESIS is employed to enclose words that are not essential to the meaning, but are merely inserted by way of explanation; as,—

Messrs. Brown, Jones & Robinson (the well known firm) are about to dissolve partnership.

QUOTATION MARKS. Double inverted commas (") should be used before and after the actual words of a quotation, in order to separate the words quoted, from the rest of the passage in which they occur; as,—

One of Ignatius Loyola's maxims was, --"*He who does well one thing at a time, does more than all.*" The Student who will apply this principle in the study of Typewriting, has sighted the goal of efficiency.

Single inverted commas (‘ ’) are used to indicate a quotation within a quotation; as,—

*“ With dying hand, above his head
He shook the fragment of his blade,
And shouted ‘ Victory !
Charge, Chester, charge ! On, Stanley, on !’
Were the last words of Marmion.”*

THE APOSTROPHE (’) is used as follows :—

1. (a) As a sign of the Possessive Case singular of nouns, it is written at the end of a word, followed by s; thus,—

I will meet you at Mr. Brown’s house.

(b) As a sign of the Possessive Case plural of nouns ending in s, the apostrophe is written after the s; as, —

“ The soldiers’ wives returned.”

(c) When the plural form does not end in s, the Possessive is indicated by s, preceded by an apostrophe; as,—

*Men’s boots.
Women’s hats.*

2. To indicate an omission; as,—

I’ll=I will; we’ll=we will; can’t=cannot; don’t=do not.



ABBREVIATIONS.

In Typewriting, be sparing in the use of Abbreviations. Except in a very few cases (e.g., *Mr.*, *Mrs.*, *Messrs.*, *Ltd.*, *Lim.*, *Esq.*, *inst.*, *ult.*, *Co.*, *names of Counties*, &c.) they should be altogether avoided.

However, the Student should be familiar with the most common Commercial and Legal Abbreviations in use, which will facilitate the reading of "rough draft."

A.

A.1. First-class.
a/c or acct. Account.
adv. Advertisement.
acc/c Account current.
@ At. To or from.
a/s Account sales.
a/d After date.
o/c On account of.
a/c Account of.
Ans. Answer.
Anal. Analysis.
Ad, int, (*ad, interim*) in the
 meanwhile.
Anon. Anonymous.
Av. Average.
Amt. Amount.
Apl. April.
Aug. August.
Ad. Valorem. According

to value.

Abst^t. Abstract.
Abst^{ed}. Abstracted.
Adj^d. Adjourned.
Adjudⁿ. Adjudication.
Admix. Administratrix.
Admor. Administrator.
Aff^t. Affidavit.
Afsd. Aforesaid.
Agr^t. Agreement.
All^{ce}. Allowance.
Amend^t. Amendment.
Arrang^t. Arrangement.
Ass^{ce}. Assurance.
Att^{ce}. Attendance.
Att^y. Attorney.

B.

Beds. Bedfordshire.

Berks. Berkshire.
Bucks. Buckinghamshire.
Bequed. Bequeathed.
Bke^y. Bankruptcy.
B/L. Bill of Lading.
B/E. Bill of Exchange.
B.I. British India.
Brl. Barrel.
B.P.B. Bank Post Bill.
B.B. Bill Book.
B/S. Bill of Sale.
B.P. Bills Payable.
B.R. Bills Receivable.
Bal. Balance.
Brt. Brought.
Bd. Bond; bound.
Bx. Box.
Bxs. Boxes.
Bk. Bank; book.

C.

Corresp^{ce}. Correspondence.
C.F.I. } Cost Insurance.
C.I.F. } and Freight.
Cy. Currency.
c/- Coupon.
Cen. Century.
Cld. Cleared.
C.O.D. Cost of delivery.
Comm. Commission.
c/o Care of.
Cum d/. With Dividend.
Co. Company.
Capt. Captain.
C.B. Cash Book.
C.orCent. One Hundred.
 (*centum*)
Cr. Credit; Creditor.
Crs. Creditors.

Cur. Current. This
 month.
Cwt. A hundred-
 weight.
Ctge. Cartage.

D.

Dis. Discount.
D.B. Day Book.
d/d. Days after Date.
d/s. Days after Sight.
Dbk. Drawback.
Dur. Durham.
Deced. Deceased.
Defce. Defence.
Def^t. Defendant.
Del^d. Delivered.
Dep^t. Department.
Desced^t. Descendant.
Diff. Difference.
Dischge. Discharge.
Doct. Document.
Dft. Draft.
Drg. Drawing.
Div. Dividend.
Dbt. Debit.
Dist. District.
Do. Ditto; the same.
Doz. Dozen.
Dr. Debtor; Doctor.
D. Five hundred.
d. A penny or pence

E.

E.I.C. East India
 Company.
E.E. Errors excep-
 ted.

E. & O.E.	Errors and omissions excepted.	G.B.	Great Britain.	Lanc.	Lancashire.
Ex.	Exchange.	Glas.	Glasgow.	Lon.	London.
Exd.	Examined.	Gloster.	Gloucestershire.	L.C.	Letter of Credit.
Ex/d	Ex-dividend.	Gen.	General.	L.S.	Place of the Seal.
Ex/c	Ex-coupon.			L/1/10.	Our letter of Oct. 1st.
Edin.	Edinburgh.		H.	Lres.	Letters.
Engt.	Engrossment.	Hants.	Hampshire.		M.
Evce.	Evidence.	Hunts.	Huntingdonshire.		
Exors.	Executors.	H.M.C.	Her Majesty's Customs.	Mar.	March.
Ea.	Each.	H.M.S.	Her Majesty's Service.	Messrs.	Messieurs.
Exr.	Executor.	Hhd.	Hogshead; Hogsheads.	MM.(Fr.)	Messieurs; Sirs.
E.G.	(<i>Exempli gratia</i>). For instance.	H.P.	Horse Power.	Mdlle. or)	Mademoiselle ;
Esq.	Esquire.		I.	Mlle. (Fr.)	Miss.
Etc. or &c.	(<i>Et cætera</i>) And so forth.	Id.	(<i>Idem</i>) The same.	Mme.	Madame.
Et. seq.	And the following.	I.E. or i.e.	(<i>Id est</i>) That is.	Michs.	Michaelmas.
	F.	I.O.U.	I owe you.	Mrs.	Mistress.
Fo.	Folio.	I.Q.	(<i>Idem quod</i>) The same as.	Mr.	Mister.
F/o.	Foreign over-charge.	Ital.	Italies.	M.M.	Mercantile Marine.
F'ture	Furniture.	I.O.W.	Isle of Wight.	M.S.A.	Merchant Shipping Act.
Ft.	Foot or Feet.	Inv.	Invoice.	m/d.	Months after date
F.P.	Fire Plug.	Inst.	Instant, the current month	m/s.	Months after sight.
F.O.B.	Free on board.	Int.	Interest.	Mem.	Memorandum.
F.A.A.	Free of all average	lb. or Ibid.	(<i>Ibidem</i>) The same; in the same place.	Ms.	Manuscript.
F.P.A.	Free of particular average.		J.	Mss.	Manuscripts.
F.G.A.	Free of general average.		Jan.	M.	1,000; Monsieur
F.C.S.	Free of capture and seizure.		Jr. or Junr.	Midx.	Middlesex.
F. co.	Fair copy.		Jul.	Mon.	Monmouthshire.
Freehd.	Freehold.		J/A.	50/m.	50,000.
	G.		Judgt.	Maintee.	Maintenance.
Gal.	Gallon.		Judre.	Messe.	Messuage.
Gaz.	Gazette.		Jurisdon.	Mtge.	Mortgage.
G.P.O.	General Post Office.			Mtgee.	Mortgagee.
Grs.	Gross; Grains.			Mtgor.	Mortgagor.
G.B.O.	Goods in bad order				N.
			L.	N/S	New Style.
		£.	One Pound Sterling.	N.P.	Notary Public.
		L. or lb.	Pound.	Northants.	Northamptonshire.
				Notts.	Nottinghamshire.
				N.B.	(<i>Nota bene</i>) Take notice.



PLATE 2.

No. 5 REMINGTON TYPEWRITER WITH CARRIAGE RAISED.

NAME OF PARTS.

G.—Feed Roll.
 N.—Stop Collar.
 2.—Carriage Hinge-rod.
 3.—Yoke Bar.
 67.—Band Shield.

68.—Envelope Holder.
 118½.—Cylinder-shift Rail.
 141.—Dog-frame Lifter.
 149.—Cylinder Shifter.
 154.—Band Pulleys.



THIRTY

GRADUATED EXERCISES

COMPRISING—

A series of Exercises in fingering, for securing perfect familiarity with the Keyboard, and, an easy and elegant style of manipulation; also, a number of Specimen Copies of Business Letters and Tabular Work, illustrating a variety of commercial matter frequently Type-written, and the correct method of setting-out or displaying the same.



PREFATORY NOTE.



The ambitious Student who aims at a high standard of efficiency—and it is a laudable ambition that seeks *Wisdom*, which is *Practical Knowledge*—should not allow his or her eagerness to attain the *end* in view, lead to the neglect of the *means* by which alone he may reach the goal.

The Thirty Exercises and Fac-similes should be dealt with *seriatim*, and the most minute details of each Exercise thoroughly mastered before passing to the next.

N.B.—Whilst the writer is only too cognisant of many imperfections in his System of Fingering, and Method of Display, &c., yet, he ventures to hope, that the Student who will devote at least one or two hours each day for about six months, to the careful study and practice of Typewriting, and in accordance with the instructions contained in this Handbook, will be amply rewarded for his pains.

Exercise No. 1.

NOTE:—

1. Each division in this Exercise should be repeated until the Student has memorized the fingering, and is able to write the same correctly without the least hesitation.

2. Divisions (a) and (b) should be repeated in Capitals, by raising the upper-case lever. (Fig 149 in Plate 2.)

3. The instructions as to "Position" and "Touch," given in the first part of the handbook, should be carefully observed throughout the following Exercises.

(a)	<i>R</i>												
3	1	1	2	3	2	1	1	2	1	2	3	2	1
a	b	c	d	e	f	g	h	i	j	k	l	m	n
			<i>R</i>		<i>R</i>		<i>R</i>						
2	3	3	1	1	2	3	1	2	1	2	3		
o	p	q	r	s	t	u	v	w	x	y	z		

-----:O:-----

(b)				<i>R</i>		<i>R</i>						<i>L</i>	
2	2	1	3	1	3	1	2	1	3	3	2	1	1
z	y	x	w	v	u	t	s	r	q	p	o	n	m
				<i>R</i>						<i>R</i>			
3	2	1	3	2	1	1	3	2	1	1	3		
l	k	j	i	h	g	f	e	d	c	b	a		

-----:O:-----

Div. (c) is only intended for practice on those machines which have the single shift key.

(c)	<i>R</i>	<i>R</i> <i>L</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>						
1 2	1 1	1 1	1 1	1 2	1 2	1 2	1 1	2 1	3 2	1 2			
A a	B b	C c	D d	E e	F f	G g	H h	I i	J j				
						<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>				
3 2	3 2	1 2	1 2	3 2	3 2	1 2	1 1	1 2	1 1				
K k	L l	M m	N n	O o	P p	Q q	R r	S s	T t				
	<i>R</i> <i>L</i>	<i>R</i>	<i>R</i>	<i>R</i> <i>L</i>	<i>R</i>								
2 3	1 1	1 2	1 1	1 1	1 2								
U u	V v	W w	X x	Y y	Z z								

-----:O:-----

Div. (d) is only intended for practice on those machines which have the double shift key.

(d)	<i>R</i> <i>L</i>												
2 3	1 2	2 1	2 1	3 2	1 2	1 2	2 1	3 2	1 2				
A a	B b	C c	D d	E e	F f	G g	H h	I i	J j				
3 2	3 2	1 2	1 2	3 2	3 2	2 3	1 2	3 2	1 2				
K k	L l	M m	N n	O o	P p	Q q	R r	S s	T t				
1 2	1 2	3 2	1 2	1 2	3 2								
U u	V v	W w	X x	Y y	Z z								

Exercise No. 2.

NOTE:—

(a) Each word in this Exercise should be repeated, until the Student has memorized the fingering, and is able to fill up a line without a mistake.

(b) A space should be left between each repetition of the word; and the instructions as to "Position" and "Touch," carefully observed throughout.

	<i>R R</i>	<i>R</i>				<i>L L</i>		<i>R</i>
221	1231	13312	11332	3123	1321	221	132	311
They	that	there	their	will	make	you	saw	are

<i>R</i>	<i>R</i>						<i>R R</i>
3212	33112	122312	2321	21332	132131	1231	1132
were	where	friend	same	shall	cannot	from	dear

				<i>R</i>	<i>L L</i>		<i>R</i>
3321	1133	21	132	3231	31122	2132	133
wish	this	Sir	for	must	often	only	how

<i>RR R</i>						<i>RR</i>	
3121	311	1312	2113	3122	331	3311	2131
our	our	four	into	when	pay	paid	read

	<i>L</i>	<i>R</i>		<i>R</i>			
2311	312132	131	3221	133112	32112	2133	3211
have	should	cat	wise	bright	light	know	such

<i>L</i>		<i>R</i>	<i>R</i>	<i>L</i>		<i>R</i>	<i>R</i>	<i>L</i>
3212	1223	3131	2231	3321	3312	3321	122	2311
long	view	year	what	soon	some	past	fur	many

<i>R</i>		<i>R</i>				<i>R</i>	<i>R</i>	<i>R</i>
311	2312	3311	1311	1232	1132	3131	1232	3311
age	mine	part	high	file	full	able	been	late

<i>R</i>					<i>R</i>		<i>R R</i>	
3213	1332	3213	1212	3123	1313	1133	1321	221
life	ball	plea	find	stop	give	dual	care	fit

<i>R</i>								
3322	133	312	3211	3212	32131	3121	1321	1232
also	two	she	went	word	would	poor	dawn	rise

<i>R R</i>			<i>L</i>	<i>R R</i>		<i>R</i>		
131	2131	11313	13321	2132	3212	1331	1312	311
had	gear	thine	happy	fear	kind	goat	hide	out

Exercise No. 3.

NOTE:—

(a) Each word in this Exercise should be repeated, until the Student has memorized the fingering, and is able to fill up a line without a mistake.

(b) A space should be left between each repetition of the word; and the instructions as to "Position" and "Touch," carefully observed throughout.

<i>R</i>				<i>R</i>			<i>R</i>	
131	1231	3212	31311	1331	321	1123	1231	312
Hear	held	sure	which	glad	see	them	sway	eye

<i>R</i>	<i>R</i>	<i>R R</i>	<i>R R</i>		<i>L</i>	
31311	1232	2311	1321	3123	21123	1313
about	busy	gave	rate	less	until	your
						through

	<i>L</i>		<i>R</i>	<i>R</i>	<i>R</i>	
23113213	23321	32322	12311	11322	13321	33121
exchange	reply	allow	bring	broke	cause	count

<i>R RR</i>		<i>L</i>	<i>RRR R</i>		<i>R</i>
11332	11323	33112	31231	32132	31321
chose	extra	sight	enjoy	great	short
					quick
					quiet

<i>R</i>							
33122	13311	23231	32132	32112	321233	213212	2
sound	value	woman	worse	since	little	ensure	0

<i>L</i>		<i>R</i>	<i>R</i>	<i>L</i>	<i>L</i>
131132	321321	313121	131323	31312	221133
course	comply	amount	before	write	double
					doubt

<i>R R R</i>	<i>RR</i>	<i>RR R</i>		<i>R</i>	<i>R</i>
1321	1123112	213231	321212	311323	123121
deed	regards	reason	street	school	render
					think

<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>L</i>
1233231	1213231	1323412	1232312	1213312	2311231
himself	herself	forward	believe	receive	opinion

<i>L</i>	<i>L</i>	<i>L</i>	<i>L</i>	<i>R</i>	<i>R</i>
32231133	2132231133	12112132	1233211	31212332112	
possible	impossible	monopoly	respect	acknowledge	

<i>R</i>	<i>L</i>	<i>R</i>	<i>R</i>	<i>RR</i>	<i>RR</i>	<i>L</i>
123321121321	1332112131422	3321	331221	312211321		
respectfully	misunderstand	last	letter	afternoon		

Exercise No. 4.

NOTE:—

(a) Each word in this Exercise should be repeated, until the Student has memorized the fingering, and is able to fill up a line without a mistake.

(b) A space should be left between each repetition of the word; and the instructions as to "Position" and "Touch," carefully observed throughout.

<i>L</i>	<i>R</i>	<i>R R</i>		<i>R R</i>	<i>L</i>
3 2 1 1 2 1 2	1 3 1 3 2	1 3 2 2 1 1 3	2 3 1 2 2 3 3 2 1 2 3 2 1 2	1 3 2 2 1 1 3 2 1	
Replying	favor	careful	correspondence	carefully	

			<i>R</i>	<i>R R</i>
1 3 1 2 3 1 1 2	2 1 1 3 2 3 2 1 3 1 1 2	1 2 3 3 1 1 2	1 3 3 3 2 1 2	2 1 1 2 3 1 3 1 3 2 2
commence	intelligence	freight	balance	investigate

<i>R</i>	<i>L</i>			
1 3 2 3 2 3 1	2 2 1 2 2 3 1 3 2 1	1 2 1 1 3 1 2 3	3 2 1 3 1 2 3 1 2 1	3 1 1 3 1 2 3 2 1
railway	difficulty	conclude	astonished	surprised

<i>R R</i>		<i>R</i>		<i>R</i>	<i>L</i>
3 1 1 3 3 2 1	2 1 1 3 2 2	1 2 1 3 2 2 1 3	1 2 3 1 2 1 1 3	2 3 1 2 3 3 1 1	1 3 1 1 3
because	inform	complete	meetings	estimate	yours

			<i>RR</i>		<i>RR R R</i>
3 2 1 1 3 3 2	3 1 2 3 2	3 3 2 2 1 1	3 3 1 2 1 2	1 3 3 2 2 1	3 1 2 1 1 2 3 1 1 2
perhaps	whole	profit	answer	called	afterwards

<i>R</i>	<i>R</i>	<i>R</i>		
2 3 1 2 1 3 3 1 1	2 1 1 2 3 1 3 1 3 1 2 3 1	2 1 1 2 1 3 2 2 1 3	3 2 1 3 2 1 1 2	3 3 2 1 1 2
immediate	investigation	incomplete	pleasure	sought

	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>
1 2	3 1 2 3 3 1 2	3 2 1 1 3 3 2 2 1 1	2 1 1 3 1 3 2 1 2 1 3 2 3 2	2 1 3 2 3 1 2
brought	prepare	settlement	inconsiderable	acquire

	<i>R</i>	<i>R</i>	<i>R</i>		<i>R</i>	<i>L</i>
3 2 1 1 3 3 1	2 3 1 2 2 3 3 1 2	1 3 1	2 2 3 2 3 1	3 1 2 3 3 2 1 1	1 3 3 1 1 2 2 3 2 1	
kingdom	extensive	day	dollar	shilling	faithfully	

<i>L</i>		<i>R</i>	<i>R</i>	<i>R</i>	
1 2 2 1 3 2 3 1	3 1 2 1 2 1 3	3 3 2 1 3 1 2	2 1 3 1 1 2 3 1	3 1 2 3 2 2 1 1	3 3 2 1 1
formerly	premium	appears	fraction	shipment	worth

<i>R L</i>	<i>R</i>	<i>L</i>		
3 3 2 1 2 1 3 3 1	3 1 2 1 2 3 1 2 3 1	1 2 3 3 2 2 3 1 2 3 1	3 2 1 3 2 1 1	3 3 2 1 2 2 1
sincerely	obediently	realization	sending	perform

	<i>R</i>	<i>R</i>	<i>R L</i>	<i>R R R</i>
1 2 1 3 1 2 3 1 1 2	1 1 3 3 1 2 2	2 3 3 1 2 3 2	1 2 1 3 2 2 1 3 3 1	1 3 1 2 3 3 2
compliance	request	express	completely	cartage

Exercise No. 5.

NOTE:—

(a) Each sentence in this Exercise should be repeated, until the Student has memorized the fingering, and is able to write it at least three times without hesitation, and free from error.

(b) The correct spacing should be adopted, viz:—one after a comma; two after a semicolon; three after a period: also, the instructions as to “Position” and “Touch,” carefully observed.

RRR R R R R RR R
 32132 1321 23 211232311 12 213212 2312123 21 332 113213
 Great care is necessary to ensure success in all things.

R
 313 113223 231 3211 312 3321 12112 1132321 321321
 Your Invoice was sent off last night. Enclosed please

R L L R
 1212 112422 132 322 2 131 12 211322 221 2 2311
 find cheque for £100. We beg to inform you We have

R RR R R
 32132112 21 1323412211 311 2312213221 31332112 2
 pleasure in forwarding our Illustrated Catalogue. We

R R R L L
 311 1313121 3211 1313 2132311 1 3123123112 3211 1313
 are favored with your enquiry. In accordance with your

R R R RL R R
 323122212313 21321 1323412 11 3231 1323 2 121122
 instructions, Please forward by next mail. We regret

L L R R R RL
 12 211322 221 32 33121 12 231 32 3231221132 11
 to inform you I am sorry to say I am instructed by

R L R
 1 3112 12 31212332112 1313 13132 313 3212 12 1321
 Mr. Jones to acknowledge your favor. Your wire to hand

Exercise No. 6.

NOTE:—

(a) Each sentence in this Exercise should be repeated, until the Student has memorized the fingering, and is able to repeat at least three times without hesitation, and free from error.

(b) The correct spacing should be adopted, viz:—one after a comma; two after a semicolon; three after a full stop: also the instructions as to "Position" and "Touch," carefully observed.

L L R RR L L R
3211212 12 1313 3321 331221 1 23321 12 1313 13132
Replying to your last letter, In reply to your favor,

R L R L R L
3113 332121331 3113 3121231231 3113 1331122321
Yours sincerely, Yours obediently, Yours faithfully,

R R RR R R R
132 21 1211 1322113 2112313131231 32132231
Dear Sir, After careful investigation, Gentlemen,

R L RR R L
2 32 21 1213231 31 1313 331221 2 21333 12 13321
I am in receipt of your letter. We shall be happy

L R R R
21321 41313 1313 322131 12133 31311 3231 121322132
Please quote your lowest terms. Having just completed

RR R R R L L R
312331332213 2123311 32 131 12 1321 221 2 21332 12
arrangements, Herewith we beg to hand you We shall be

L L L
3224321 12 32322 221 3 22323113 31 23 132 1321 313
pleased to allow you a discount of 5% for Cash. Your

RR L L R R L R
322131 312211231 3123 213113 2 3131 12133121 1313 13132
prompt attention will oblige. We duly received your favor.

R L RR L RL
2 131 12 1332 1313 312211231 21 3123 321 11 113 31132321
We beg to call your attention You will see by the enclosed

R R
2211331 3312 23 312231131 3312 1332112131421311
Circular There is evidently some misunderstanding

Exercise No. 7.

Each phrase in this Exercise should be repeated until the Student can write it at least 3 times without hesitation and free from error.

It will be observed that each complete phrase is separated by 3 spaces; also, that the punctuation is strictly in accordance with the rules given on pages 22-25. This should be carefully noted in practice.

Can you inform me at what time the goods were sent off?

Replying to your kind letter, Please advise us at what address you wish the parcel delivered. The Lease has about 90 years unexpired, at a Ground Rent of £100. We will endeavour to give the matter the necessary attention. What is the amount? Your Invoice was sent off last night. I will endeavour to forward the balance in the course of a few days. Stamped receipt is enclosed. I regret to say that, It is absolutely impossible. Please forward price list per return. I hasten to give you this information. It is now finally decided. We cannot allow the matter to stand over any longer, and must ask you to let us have remittance in full settlement of the a/c by return, without fail. Kindly note, and let us have your instructions. We shall be glad to give you any further particulars you may desire. Your favour to hand. If possible, let me have a reply to-day. In consideration of the existing arrangement, It is absolutely necessary that, Great care is necessary to ensure success in all things. I shall be obliged if you will give the matter your early consideration. In reply to your wire, I am instructed to acknowledge receipt of your favour of yesterday's date.

Exercise No. 8.

Words of Similar Pronunciation frequently Misspelt.

Accept	To take, to receive
Except	To leave out.
Access	An approach.
Excess	More than enough.
Accidents	Unexpected events.
Accidence	Rudiments of grammar
Advice	Counsel.
Advise	To give advice.
Affable	Ready to converse.
Effable	Utterable.
Affect	To move the passions.
Effect	Consequence.
Assay	To test, to try.
Essay	
Boar	A male pig.
Boor	Clownish person
Bore	To pierce.
Boarder	One who boards
Border	A boundary.
Borne	Carried.
Born	Brought into life
Capitol	A public edifice.
Capital	Principal, chief.
Carat	A small weight.
Caret	A mark in writing.
Censor	A critic.
Censure	Blame.
Cloth	A texture of wool.
Clothe	To dress.
Consort	A companion.
Concert	Union, combination.
Concur	To agree.
Conquer	To overcome.
Conformation	A putting together.
Confirmation	Strengthening.
Corporal	An officer.
Corporeal	Not spiritual.
Correspondents	Persons who correspond.
Correspondence	Agreement, Congruity.
Counsel	Advice; also an advocate.
Council	An assembly.
Critique	A criticism.

Critic	A judge of literature.
Current	Flowing.
Currant	A dried fruit.
Decease	Death.
Disease	Sickness.
Deference	Respect.
Difference	Unlikeness.
Descent	A going down.
Dissent	To disagree in opinion.
Legislator	A lawgiver.
Legislature	An assembly which enacts laws.
Lineament	A feature.
Liniment	An ointment.
Loath	Unwilling.
Loathe	To dislike.
Loose	Slack.
Lose	To be deprived of.
Lyre	A musical instrument.
Liar	A teller of lies.
Medal	A piece of metal stamped with a coin.
Meddle	To interfere.
Mettle	Spirit, courage.
Metal	Iron, silver, &c.
Missile	Thrown by the hand.
Missal	A mass book
Mourn	To lament.
Morn	Morning.
Neither	Not either.
Nether	Lower.
Ordinance	That which is ordained; a law.
Ordnance	Cannon or great guns.
Palate	The roof of the mouth.
Pallet	A little bed.
Palette	A thin oval board on which painters mix their colours.
Petition	Supplication.
Partition	Division.
Plaintiff	The complainant.
Plaintive	Complaining.
Populace	The common people
Populous	Full of people.
Precedent	An example.
President	A governor.
Principle	Elementary part.
Principal	Chief.
Quota	A proper share.
Quoter	One who quotes.

Rabbet	A joint in carpentry.
Rabbit	A small animal.
Radish	An edible root.
Reddish	Somewhat red.
Real	True, genuine.
Reel	To stagger.
Relict	A widow.
Relic	That which remains.
Salary	Wages.
Celery	A vegetable.
Sculptor	A carver.
Sculpture	Carved work.
Stationary	Fixed.
Stationery	Writing Materials.
Statute	A law.
Statue	An image.
Stature	Height of a person.
Surplus	Remainder
Surplice	A white robe.
Symbol	A sign, a type.
Cymbal	A musical instrument.
There	In that place.
Their	Belonging to them.
Treatise	An essay.
Treaties	The plural of treaty,
Whither	To what place.
Whether	Which of the two.



Words Frequently Misspelt.

A

Acknowledgment
Accommodation
Agreeable

C

Cancelling
Concede
Committee
College
Complete
Crystal
Chrysalis

D

Dulness
Diligent
Dyspepsia

E

Embarrassment
Eighth
Extreme

F

Fuchsia
Familiar
Forty

G

Gauge

H

Harassed
Homoeopathy
Height

I

Intelligent

J

Judgment

N

Necessary
Necessarily

O

Oblige

P

Parallel
Precede
Privilege

R

Referred
Reference
Recommend

S

Speciality
Separate
Supersede
Sacrilegious
Symmetry

V

Violoncello
Village
Villain
Vermilion

Exercise No. 9.

In a typewritten address use the Double or Treble spacing, according to length of address and size of envelope used.

Joseph Morgan, Esq.,

Waterlow Terrace,

London Road,

G L A S G O W

-----oOo-----

Mr. Thomas Partridge,

370, High Street,

R A M S G A T E.

-----oOo-----

Mrs. S. Lawson,

364, Curtis Rd.,

S T R A T F O R D

-----oOo-----

Dudley Kidd, Esq.,

Longmarket St.,

C A P E T O W N,

S O U T H A F R I C A

Exercise No. 10.

August 18, 1894.

W. H. James, Esq.,

167, Walter Street,

D O N B R I D G E.

Dear Sir,

We beg to inform you, that the Machine was placed on the Rails this morning, and should in the usual course be delivered at Donbridge some time to-morrow.

Yours respectfully,

CHARLES MASON & CO

Exercise No. 11.

The specimen letters given in this Exercise should be "set out" in accordance with the instructions contained on page 15, and then compared with the preceding specimen.

September 14, 1894. Thomas L. Hamlin, Esq., Leeds.

Dear Sir, In reply to your favor of yesterday, we are forwarding under separate cover our Illustrated Catalogue, and shall be pleased to quote for any design you may select. Awaiting your further commands. We are, dear Sir, Yours truly, Carter & Willis.

-----oOo-----

August 17, 1894. Messrs. H. Jones & Co., New Street, Essex. Gentlemen, We are favored with your enquiry, and have instructed our Mr. Thompson to wait upon you to-morrow at 10 a.m. Yours obediently, W. Page & Co.

-----oOo-----



Exercise No. 12.

September 4, 1894.

Mr. W. F. Johnson,

Y O R K.

Dear Sir,

We thank you for your letter of the 20th inst., in reference to No. 60, Caledonia Road, and are to-day writing Messrs. Lewis & Jacques in accordance with your instructions.

We will, in the course of a day or two, make out our account as requested, and let you have it.

We are, dear Sir,

Yours faithfully,

RAYNER, THRISK & CO.



Exercise No. 13.

LANGWORTH CHAMBERS,

97, HEMMINGFORD STREET,

LONDON, September 3, 1894.
E.C.

Messrs. Willis & Co.,

L I V E R P O O L.

Gentlemen,

I have your favor of the 27th inst., submitting rough proof of Circular, and take pleasure in enclosing herewith matter for our advertisement.

Yours faithfully,

CHAS. E. SARLE.

Exercise No. 14.

80, Burgoyne Road,

HARRINGAY, N.

July 5, 1894.

Geo. W. Jones, Esq.,

11, Fleet Street,

B R I G H T O N.

Dear Sir,

I have the pleasure to hand you herewith, cheque value £30. 15s. 6d., in settlement of account, and will thank you for the customary discharge at your earliest convenience.

Yours truly,

W. A. PARKYN.

Exercise No 15.

17, Fleet Street,

B R I G H T O N.

July 6, 1894

Dear Sir,

I beg to acknowledge receipt of your favor of the 5th inst., enclosing cheque value £30. 15s. 6d., in settlement of my account, which I now have the pleasure to return to you receipted.

Yours respectfully,

GEORGE W. JONES.

Mr. W. A. Parkyn,

H A R R I N G A Y, N.

Exercise No. 16

LONDON, October 10, 1893.

Dear Sir,

Having finished the examination of the damaged sugar per "JOHN HOWARD," I have made the following allowances instead of going to public sale, viz:-

300 boxes badly damaged,	3/- per cwt.
419 " more or less,	1/6 " "

Nine boxes are empty, and with some others half empty, I fear a heavy loss in weight, which, of course, underwriters have to allow for, as also the extra expenses caused by the damage.

The continual wet is retarding the unloading of the "AMERICAN" and "BANKER," but I hope to be able to save part of the damaged sugar per "AMERICAN" on Monday or Tuesday.

I am, Sir,

Your obedient Servant,

EDWARD J. ROSSINGFORD

Henry Sampson, Esq.

Exercise No. 17.

THE COMMERCIAL EXPRESS.

(Established 1700.)

Head Office, 73, Business Street,

L O N D O N. Sept. 14, 1894

Messrs. F. Enterprise & Co.,

63, Forward Street,

T R E E T O P S .

Gentlemen,

I shall be pleased to accept your advertisement for the "Commercial Express" at the rate of £2. 10s. per insertion, and shall be obliged, if you will forward "Copy" not later than Thursday noon.

Allow me to draw your attention to the enclosed specimens of our general stationery, for which I beg to solicit the favor of a sample order.

Yours respectfully,

Manager

Exercise No. 18.

SPECIMEN OF TABULAR WORK.

I N V O I C E

Messrs. Chas. Sharpe & Co.

Braidford, May 17, 1894.

Bought of JOHN A. GLOVERTON & SONS.

Silk Mercers.

1894						£	s.	d.
Mar.	6	15 yards	Velvet	...	6/-	4	10	0
"	"	6 "	Honiton Lace	...	9/3	2	15	6
"	"	20 "	Irish Poplin	...	5/6	5	10	0
"	"	30 "	Black Silk	...	4/9	7	2	6
Apr	10	12 pairs	Black Kid Gloves	.	2/9	1	13	0
"	"	6 "	Tan " "		2/6		15	0
"	14	12 "	Velvet		3/9	2	5	0
						24	11	0
Discount 5%						1	4	6
						£ 23	6	6

Exercise No. 19.

In using the underscore, the student should turn the ribbon handle slowly while striking the key: This will prevent the line from becoming ragged, as it is apt to do if the ribbon handle is not turned.

"The three autumn months were Vendémiaire, or the vintage month, Brumaire, or the foggy month, and Frimaire, or the frosty month; the three winter months, Nivose, or the snowy month, Pluviose, or the rainy month, and Ventose, or the windy month; the spring months, Germinal, or the budding month, Floréal, or the flowery month, and Prairial, or the meadowy month; and the three summer months, Messidor, or the reaping month, Thermidor, or the heating month, and Fructidor, or the fruiting month."

-:o:\$:O:\$:o:-

Exercise No. 20.

GREEN FRUIT.Selling Prices.

			Extra Fancy	Fancy	Str'ly Choice	Choice
			£.s.d.	£.s.d.	£.s.d.	£.s.d.
Lemons Messina & Palermo	300/-	Box	1/2/6	1/5/-	-/18/6	-/16/6
„ „ „	360/-	„	1/2/10	1/2/-	1/-/-	-/18/6
Oranges Catania	200/-	„	1/-/-	-/18/6	-/17/2	-
„ „	100/-	Half	-/12/-	-/10/6	-/9/3	-
„ „	80/-	Box)	-/11/6	-/10/-	-/9/3	-
„ Sorrento	200/-	„	-	1/-/-	-/18/6	-/16/6
„ Messina	200/-	„	1/10/-	1/-/-	-/19/-	-/18/6
„ „	120/-	„	-/11/6	-/10/6	-/9/6	-/8/-
„ „	80/-	„	-/11/6	-/10/6	-/9/6	-/8/-
„ „ Blood	80/-	„	-/9/6	-/8/-	-	-/7/6
„ „ „	100/-	„	-	-/11/6	-	-
„ Catania Ovals	100/-	„	-/12/-	-/11/6	-	-
„ „ „	80/-	„	-/12/-	-/11/6	-	-
„ Jamaica about	80/-	„	-/12/-	-/11/6	-	-
Bananas Yellow	per bunch		-/13/6	-/11/6	-/9/-	-/7/-
Bermuda Onions	„ crate		-	-/7/6	-	-

(Signed) W. A. PARKYN,

May 17th, 1893

Exercise No. 21.

Mr. Jackson.

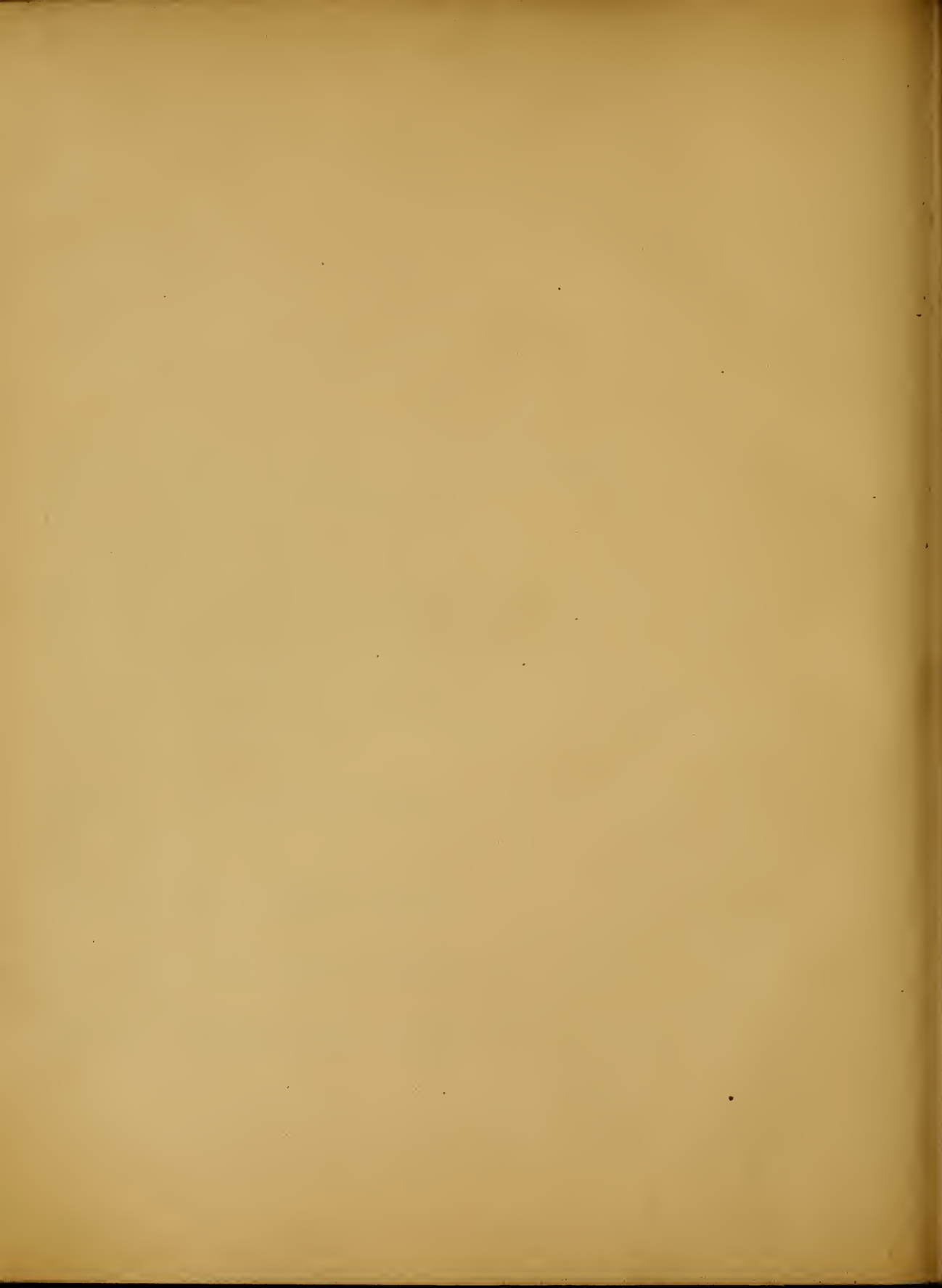
Dear Sir,

Please insure, free of particular average, the following:-

SH	8/9		2 cases, per Emperor, Madras, value ...	£50
PB	318/19		2 " " Windermere, Hobart Town40
ER	8/11		4 " " Bury St. Edmund's, Mauritius.	70
SH	272/6		5 " " Sir R. Sale, Madras ...	90
MLC	328/31		4 " " Wentworth, Calcutta ...	80
WYC	1/3	}	20 " " Evening Star, Otago ...	80
&	54/5			
VDM	282/96	}	15 " " Lochiel, Sydney ...	250
&	6/10			
RWC	1/4	}	15 " " Corsair's Bride, Adelaide...	180
&	297/307			
HW	20/307)	2 " " Scawfell, Hong Kong ...	50
VD	389/95	}	14 " " Summer Cloud, Sydney...	200
&	11/6			

Yours truly,

E. Brooker



ISSUE OF £45,000 FIVE PER CENTF I R S T P R E F E R E N C E S T O C K .

The Directors of the

EASTERN and MIDLAND RAILWAY (Incorporated by Act of Parliament) are prepared to receive APPLICATIONS for £45,000 FIVE PER CENT, FIRST PREFERENCE STOCK, at 65 per cent, payable as hereinafter stated.

Length of lines completed and opened for traffic, 176 miles
 viz:- Peterborough, Wisbeach and Sutton Section . . .26
 Midland and Eastern Section 36
 Lynn, Yarmouth and Norwich Section 114

Total miles constructed and in operation . . 176 miles

Issue of £45,000 Five per cent, First Preference Stock of the Lynn, Yarmouth, and Norwich Section of the Company (comprising all of the lines East of Lynn) being the unissued balance by resolution of the 20th July, 1887, under Acts of Parliament.

The lines of the Company connected with the system of the Great Northern Railway at Spalding and Bourne, and the systems of the Great Northern, London and North Western, and Midland Railway Companies, at Peterborough.

DIRECTORS.

Robert A. Read, Esq., The Cranes, Surbiton-Hill, S.W.

Jocelyn J. F. Otway; Esq., 44, Lincoln's Inn-fields, W.C.

William Martin Wilkinson, Esq., 10, Victoria Chambers, S.W.

Solicitors:- Messrs. F. C. Matthews & Browne, 131, Cannon Street, E.C.

Secretary and Office-E. E. Reed, Esq., 9, Victoria Chambers, S.W.

Price of issue £65 per 100 Five per cent. First preference Stock payable as follows:-

£5	per cent,	on application.
£20	"	on allotment.
£20	"	one month after allotment.
£20	"	two months after allotment.
<hr/>		
£65	per cent.	

Subscribers have the option of paying up in full on allotment under discount of 3 per cent, per annum.

Reckoning interest at 5 per cent per annum for four years on £65 added to the issue price of the stock, the time estimated, as hereinafter stated, when a full 3 per cent dividend on the nominal value of the stock will be earned, the stock will yield to the investor interest at the rate of more than 5 $\frac{1}{4}$ per cent. from the date of issue.

Exercise No. 23.

THE ORIENTAL REPUBLIC OF YOURAGU.

UNIFIED FIVE PER CENT. LOAN OF 1880.

For £10,150,000.

FIFTEENTH QUARTERLY DRAWING.

NOTICE IS HEREBY GIVEN that, in conformity with the stipulations contained in the general bond relating to this Loan, the following NUMBERS of BONDS for payment at par on and after the First day of January next, when the interest thereon will cease, were this day DRAWN, at the Offices of Messrs. John Penn and Sons, 2, Tope's Head-Alley, Cornhill, London, in the presence of Henry Geo. Cooper Esq., a partner of the firm of Messrs. W. Willson, T. Ralph, and Co. the Agents for the loan and of the undersigned notary:-

3 Bonds,	Nos.	Letter A.				
173	458	1387	For £2,000 sterling each			£6,000
7 Bonds,	Nos.	Letter B.				
2326	2656	2630	3967	4729	4732	5762
For £500 sterling each						£3,500
88 Bonds,	Nos.	Letter C.				
10160	10370	12516	12814	13147	13856	14349
14720	15427	16050	16798	16915	17118	17489
17578	18200	19183	19309	20032	21488	21490
22245	22564	22971	25206	25324	25798	25538
25929	26267	26327	27351	28599	28535	28825
30367	31026	31262	31788	32546	35190	36047
36926	38465	38593	41141	41162	41648	41969
43789	44206	44217	44840	44899	46056	46826
46937	47154	47994	48368	49061	49367	50031
50134	51395	51362	51817	52470	52866	53485
51486	54319	55533	55870	56855	57008	57785
58241	58427	58441	59523	60027	60872	61239
62969	63995	64127	64368	For £100 sterling each		
						£8,800
98 Bonds amounting together to the sum of						£18,300

(Signed) W. WILLSON, T. RALPH & Co.

(Countersigned) T. W. PENN, Jr. Notary Public.
2, Tope's Head-Alley, Cornhill, E.C. & 791, Fleet St., LONDON.

BALANCE SHEET.

Dr. Balance Sheet of William Honesty and James Prudence, December 31st, 1894. Cr.

Liabilities.

To	£	s	d.	£	s	d.
To Sundry Creditors:-						
Bills Payable . .	640	17	3			
Jones & Co. . . .	96	4	8			
Chas. Robinson . .	127	10	0			
				864	11	11

To Capital A/cs:-

W. Honesty . . .	1,425	7	6
J. Prudence . . .	1,425	7	6
	2,850	15	0

Assets.

By Cash:-	£	s	d.	£	s	d.
In hand	270	4	9			
At Bank	584	3	0			
				1,054	7	9
„ Sundry Debtors:-						
Bills Receivable	130	7	6			
Geo. Thomson . .	200	0	0			
Thos. Potter	63	4	6			
				393	12	0

„ Premises, Plant, &c:-

Valued at	1,250	3	0
-----------	-------	---	---

„ Stock on hand:-

Timber	1,017	7	2
	2,267	7	2

 £ 3,715 6 11

 £ 3,715 6 11

Exercise No. 25.

BILL of QUANTITIES of Materials and Labor required in
the Additions and Alterations to Business Premises in
Oxford Road Manchester, for Messrs. J. Thompson & Sons.

Frank Wagstaff Turner

(Architect)

214, Market Place,

Oct. 17th, 1894.

MANCHESTER.

NOTE:— The Contractors are requested to examine the
drawings, and also inspect the premises previous to
making out their Tenders.

The Works are to be carried on in Sections so
as not to interfere with the business being carried
on more than is absolutely necessary.

The Works are to be commenced immediately after
signing of the contract, and the whole must be com-
pletely finished on or before the Nineteenth day of
November 1894.

--:o:\$:o:--

EXCAVATOR & DRAINER.

yds.	ft.	ins.		
28'	0	0	Sup.	Labor only taking up flags) in yard and place where directed) in the yard.
11	0	0	Lin.	Excavation in trenches for) foundations of $1\frac{1}{2}$ brick walls and) footings, average 2' 6" deep, part) fill in and ram, cart away remain-) der.

No.2. Excavate for foundations of)
columns 3' 0" x 3' 0" x 3' 0" deep)
and do. do. as last.

Carried forward

£



INTRODUCTION

TO

✻ LEGAL WORK. ✻

BEING

A series of Exercises illustrating various Legal Forms and
Documents frequently Typewritten.



NOTE

A careful study of the Specimen Forms of "Indenture," "Affidavit," and other important documents, will suffice to illustrate the method of display, and familiarize the Student with the terminology peculiar to Law Forms.

Exercise No. 27.

T H I S I N D E N T U R E made this Nineteenth day of March One thousand Eight hundred and Ninety-one B E T W E E N JOHN SMITH of the City of Manchester in the County of Lancaster Merchant (hereinafter called the said Lessor) of the one part And HARRY TOOL of the said City Manufacturer (hereinafter called the said Lessee) of the other part W I T N E S S E T H that for and in consideration of the Yearly Rent hereinafter reserved and of the Covenants and Agreements hereinafter contained on the part and behalf of the said Lessee his heirs executors administrators and assigns to be paid done and performed The said Lessor D O T H hereby demise unto the said Lessee his heirs executors administrators and assigns ALL the first second and third floors of and in all that Warehouse Edifice or Building situate Number 464 Blank Street in the City of Manchester aforesaid T O G E T H E R with all and singular way lights liberties easements and privileges commodities and tenantly advantages whatsoever to the said premises belonging or in any wise appertaining or accepted reputed deemed taken or known as part parcel or member thereof

Exercise No. 28.

A N- A G R E E M E N T made this day
 of One thousand Eight hundred
 and . . . B E T W E E N James Smith of the City
 of London in the County of Middlesex Merchant of the
 one part AND Walter Harris of the said City Draper
 of the other part WITNESSETH that in consideration
 of the sum of paid on the
 date hereof and of to be
 paid on the day of
 next and of the payment of the valuation hereinafter
 mentioned the said James Smith his executors or ad-
 ministrators shall on or before the
 . . . day of next execute unto the
 said Walter Harris his executors administrators and
 assigns an assignment of the Lease which the said
 James Smith now holds of his dwelling-house shop and
 premises
 . . . wherein the said James Smith now carries on
 his said business of a Linen Draper and General Shop-
 keeper and Merchant with the usual and other proper
 covenants and which Lease is for a term expiring on
 the day of One thousand
 Eight hundred and and at the Rent of . . .
 per Annum payable Quarterly.
 A N D the said Walter Harris hereby agrees that he
 his executors or administrators shall and will on the
 day hereinbefore named for that purpose pay the resi-
 due of the Sum of and accept
 and execute such assignment with a covenant therein
 contained for paying the Rent and performing the cove-
 nants in the said Indenture reserved and contained and
 indemnify the said James Smith against loss or expense
 by reason of non-performance

Exercise No. 29.

IN THE HIGH COURT OF JUSTICE1884 S. No. 786.CHANCERY DIVISIONMR JUSTICE CAUSELIST.

B E T W E E N THOMAS SMITH & JOHN BROWN . . Plaintiffs

--- and ---

JAMES ROBINSON & JOHN JONES . Defendants.

I, JOHN JONES of 17 Queer Street in the City of Exeter,
Plumber make oath and say as follows:-

1 I am one of the above named Defendants.

2 This Action has been brought by the Plaintiffs against
myself and Co-Defendant for damages for breach of the covenant
as to repairs contained in an Indenture of Underlease dated
the 21st day of July 1839 and made between Thomas Atkins of
the one part and William Owen of the other part of certain
hereditaments in Terminus Road in the County of Middlesex.

3 I have entered an appearance to this Action and the
Plaintiffs have delivered their Statement of Claim, but I have
not yet delivered my defence.

4 The nature of my claim to contribution or indemnity is
as follows, that is to say: The said James Robinson assigned
the hereditaments comprised in the said Underlease for the
term thereby granted by a Deed dated the 4th day of September
1867 and containing the usual covenants for title to one
George Johnson and the said George Johnson assigned the same
hereditaments by a like Deed dated the 10th day of October 1876
to me. I accordingly am entitled and claim to be entitled
to be indemnified by the said James Robinson in respect of the

IN THE HIGH COURT OF JUSTICE

1884 B. No. 786.

QUEENS BENCH DIVISION

B E T W E E N JOHN BROWN & OTHERS Plaintiffs

and

THOMAS SMITH & OTHERS Defendants.

C A S E TO ADVISE THE DEFENDANT JAMES ROBINSON

Counsel is already aware of the circumstances connected with the property so far as the Defendant James Robinson is concerned, and will in particular remember that the said James Robinson is being sued by Messrs Smith for damages for breach of covenant.

There is now sent herewith copy of a Writ which has been served upon James Robinson's Caretaker, John Jones (Jones is named as one of the Defendants in the Action) in which the Plaintiffs, who are the Freeholders of the property, are seeking to recover possession thereof, these being the proceedings which Messrs Smith affect to apprehend and which they refer to in their Statement of Claim.

Counsel is requested to advise the Defendant James Robinson generally as to the course he should take in the present Action as distinguished from the Action of "Smith v Robinson & Others." In the first place is it better for James Robinson to appear and defend the present Action, or not? If so, should an Appearance be entered on behalf of John Jones, or should the Defendant James Robinson make any, and what, application to be substituted for Jones as a Defendant in the Action? Again, what position should the Defendant James Robinson take in reference to the property? That is to say, what relief should he ask for, if any?

Counsel is asked to advise quite generally upon the Defendant James Robinson's present position, and upon the course of Action which in Counsel's opinion is the best in his interests

If more definite instructions are required by Counsel they will be supplied in Conference.

7th July 1884.

IN THE HIGH COURT OF JUSTICE
QUEENS BENCH DIVISION

B R O W N & O T H E R S .

----- V -----

S M I T H & O T H E R S .

C A S E T O A D V I S E
the Defendant James Robinson.

=====

claim made against me by the Plaintiffs so far as the same relates to or arises out of breaches of covenant committed by the said William Owen prior to the said Assignment of the 4th day of September 1867

SWORN at 39 Queer Street in the)
City of Exeter this 10th day of)
March 1884.)

John Jones.

Before me,

Septimus Swearem,

A Commissioner for Oaths.

1884 S. No. 786.

IN THE HIGH COURT OF JUSTICE

CHANCERY DIVISION.

MR JUSTICE CAUSELIST

S M I T H & A N O T H E R .

---- V ----

R O B I N S O N & A N O T H E R .

Copy/

A F F I D A V I T o f

John Jones.

Quill & Driver,
Pump Court E.C.

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